



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 10-15

OPEN: JUNE 12, 2015

CLOSE: JULY 16, 2015

POSITION TITLE: SECRETARY AND CHIEF ADMINISTRATIVE OFFICER
GRADE: PRC-8
SALARY RANGE: \$129,805 - \$158,600
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO ALL US CITIZENS

INTRODUCTION

The Postal Regulatory Commission currently has an exciting executive-level employment opportunity for a highly motivated, highly skilled person with management experience in government-related administration.

OVERVIEW

The Postal Regulatory Commission is an independent agency that is part of the executive branch of the Federal government. As a small agency, we provide the opportunity to work in a professional and collegial environment with talented and committed staff and to directly contribute to the agency's mission.

The Commission's mission is to ensure transparency and accountability of the United States Postal Service, and to foster a viable and efficient postal system.

OFFICE OF SECRETARY AND ADMINISTRATION

The Office of Secretary and Administration (OSA) develops, implements, and administers the Commission's financial management system and accounting activities including those relating to the budget and the payroll; is responsible for the Commission's strategic planning; and serves as the point of contact for all Commission contracts and audits.

OSA is also responsible for the Commission's human resources and personnel. In this role, the OSA is responsible for Commission employee hiring, training, travel, personnel policy and compliance, and human capital planning. In addition, OSA serves as an Equal Employment Opportunity Officer for the Commission and manages the Commission's continuity of operations planning.

OSA manages the Commission's records management system, including the Commission's seal, administrative policies, orders, reports, and official correspondence. In this role, OSA manages the Commission's dockets and docket room, web site, reference materials, inter-agency reporting, and Freedom of Information Act responsibilities. All orders and other



actions of the Commission are authenticated or signed by the Secretary or any such other person as may be authorized by the Commission.

OSA is responsible for the Commission's facilities and infrastructure. In this role, the OSA manages facility security; provides information technology and other support services essential to the efficient and effective conduct of operations; acquires and assigns office space; and manages procurement and supply.

MAJOR DUTIES AND RESPONSIBILITIES

The Secretary, under the Chairman's direction, is responsible for the Commission's:

- **Budget, Accounting, and Financial Management:**
 - Develops, administers, and implements a financial management system which includes preparing an annual budget that meets the needs of the Commission, controlling the disbursement of all funds in accordance with the priorities of the Commission, ensuring the cost-effectiveness of all expenditures, and establishing and maintaining payroll procedures which are in line with those of the Postal Service.
 - Serves as Commission Contracting Officer. Contracts for services that meet the Commission's priorities and needs.
 - Serves as point of contact for all Commission audits.
- **Human Resources and Personnel:**
 - Develops and implements a personnel management system which will ensure the recruitment, development, and utilization of an effective workforce, including hiring, training, travel, personnel policy and compliance, and human capital planning.
- **Management of the Commission's Official Records:**
 - Manages the Commission's records, including
 - The Commission seal, administrative policies, orders, reports, and official correspondence.
 - The Commission's dockets and docket room, web site, reference materials, inter-agency reporting and Freedom of Information Act responsibilities.
 - Preparation and distribution of agenda for Commission meetings, with background and supporting items when appropriate.
 - Authenticates or signs all official orders of the Commission
 - Serve as Records Officer for the Commission.
 - Advises other officials as to form and content of material to be presented for Commission consideration.
- **Facilities and Infrastructure:**
 - Develops and directs programs for the security and safety of Commission employees. Serves as Security Officer.
 - Provides Information Technology and other support services. Serves as Chief Information Officer.
 - Acquires and assigns office space.
 - Manages procurement and supply activities.
 - Plans and provides for facilities, and support services essential to the efficient and effective conduct of Commission operations.
- **Continuity of operations planning:**
 - Serves as Continuity Manager.
- **Strategic Planning:**
 - Responsible for Commission strategic planning



- **Equal Employment Opportunity:**
 - Directs the EEO program in accordance with the guidance provided by the Equal Employment Opportunity Commission. Serves as EEO Officer for the Commission.
- **Directs and oversees the operations and services of OSA** by means of operating plans, work schedules, priorities, deadlines, and through regular and special staff meetings, conferences, oral and written instructions as deemed necessary; identifies issues and monitors services that should be assigned and schedules for appropriate action.
- **Supervisory activities include:**
 - Plans and assigns work to be accomplished by subordinates.
 - Gives advice and counsel to employees on both work and administrative matters.
 - Evaluates work performance of OSA staff.

QUALIFICATIONS AND EVALUATION

Applicants will be evaluated and ranked by a screening panel based on evidence of your ability to successfully perform the duties of the position.

To be eligible for consideration, you must have experience that has equipped you with the ability, skill, and knowledge to successfully perform the duties of this position. Typically, experience will be related to this line of work and at a level similar to this position.

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

SPECIFIC CRITICAL COMPETENCIES INCLUDE:

- Ability to effectively communicate complex concepts both orally and in writing
- Ability to organize time and tasks to successfully complete activities
- Ability to collaborate with others in a team
- Administration and management
- Contracting
- Project management
- Knowledge of the policies and procedures for the maintenance of sensitive materials
- Knowledge of federal HR processes, rules, and regulations
- Knowledge of Federal Government procurement
- Financial management
- Information Technology Management
- Records management
- Knowledge of the docket organization system
- Problem solving, critical thinking/analytical, and investigative/research skills
- Commission employee competencies – timeliness, accuracy, teamwork, adherence to Commission policy, customer service, and technical credibility
- Executive Core Competencies – Leading change, leading people, results driven, business acumen, building coalitions



EDUCATION AND EXPERIENCE:

Requirements include a Bachelor's Degree from an accredited college or university, and experience in executive management. Candidates must also have the proven ability to work effectively with a broad range of people, as well as the ability to manage within a complex operational and organizational system.

Candidates should have experience directing a staff of professionals performing at least one of the following, for a major operating organization:

1. Strategic/Operational Planning (including workforce planning/analysis);
2. Resource Management (including staffing, administrative management, human resources, information technology (IT) support);
3. Financial Management (including budget, accounting, and finance)
4. Information Technology management.

BENEFITS

You may participate in the **Federal Employees Health Benefits program**, with costs shared with your employer. More info: <http://www.opm.gov/healthcare-insurance/healthcare/>

Life insurance coverage is provided. More info: <http://www.opm.gov/healthcare-insurance/life-insurance/>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.ltcfeds.com/>

New employees are automatically covered by the **Federal Employees Retirement System (FERS)**. If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.opm.gov/retirement-services/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>

You will be paid for **federal holidays** that fall within your regularly scheduled tour of duty. More info: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=2015>

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

Employees may participate in the Commission's FSA program. More info: <http://www.uhc.com/employer/health-plans/specialty-coverage/flexible-spending-accounts>

OTHER INFORMATION

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- Salary is based on governmental pay scale and is commensurate with experience of the candidate.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- If you are a male born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.



- Selection for this position will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

VETERANS INFORMATION

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge from Active Duty, DD214. Your DD214 must show the type of discharge and dates of active duty.

To claim 10-point preference, you must submit a copy of your DD214; an Application for 10-point Veterans Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability.

(Note for Active duty service members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days: You may be granted tentative preference by submitting a "certification" document in lieu of a Certificate of Release or Discharge from Active Duty, DD214. The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service under honorable conditions. Veterans' preference must be verified prior to appointment.)

Without this documentation, you will not receive veterans' preference.



LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

WHAT TO EXPECT NEXT

The Postal Regulatory Commission has engaged The McCormick Group to handle this search. Once your complete application is received, we will forward the materials to The McCormick Group to conduct an evaluation of your qualifications. The most highly qualified candidates will be contacted directly by it for further consideration and possible interview. All candidates will be notified concerning the status of their applications.

HOW TO APPLY

Applicants are *required* to submit the following:

1. Resume showing relevant experience (*If you are claiming veterans' preference, **you must** indicate the type of veterans' preference you are claiming on your resume*)
2. Five-year salary history
3. A minimum of three references (at least one professional)
4. Five point veterans must submit a DD-214
5. Ten point veterans **must** submit the following:
 - a. A copy of your DD-214
 - b. Application for 10-point veterans' preference, SF-15 http://www.opm.gov/forms/pdf_fill/sf15.pdf
 - c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
 - d. If you're currently serving on active duty, provide a statement of service from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD-214 (Member 4 Copy) upon separation from the military.

To gain access to your DD-214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>



Additionally, applicants are encouraged to submit:

1. Cover letter, one page maximum
2. Optional Form 3046-0466, Demographic Information on Applicants (voluntary)
http://www.prc.gov/sites/default/files/job-openings/OMB_FORM_3046-0046.pdf

Submit application materials to:

The complete application will be accepted via email only, at prc1015@prc.gov

Application packages will NOT be accepted via mail or fax.

All applications must be received by 11:59 pm on July 16, 2015.

For More Information

You can obtain forms and additional information by contacting Sherri Proctor at 202-789-6869.